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270455

27 September 1955

*Official Personnel  
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Acting Director of Security

Chief, Security Support Division  
Chief, Personnel Security DivisionClarification of Security Clearance Procedures

1. In order to clarify the manner in which security clearances are handled in certain cases not realistically falling within existing definitions, it is proposed that arrangements be made with the Office of Personnel substantially as set forth below. It is suggested that these arrangements provide for persons who perform essentially overt services for the Agency in the United States on a contractual basis be recognized as falling within a category to be processed as follows:

(a) The Office of Personnel before preparing a Special Personal Service contract provide the Security Division with the following information:

- (1) The circumstances under which the individual is to be used.
- (2) The classification of information that is involved.
- (3) Where the work is to be performed.
- (4) Whether or not a building badge is required.
- (5) Is the individual willing that the contract is with CIA.

(b) The Security Division issue the appropriate clearance to the Office of Personnel.

By way of further clarification, persons under Special Personal Service contracts who perform their duties in CIA buildings should normally be processed as indicated above. Further, by way of exclusion, persons who are connected with DD/P clandestine activities should not be considered to fall within this category.

2. If you concur in this clarification, appropriate arrangements will be made with the Office of Personnel.

APPROVED:

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OS/EPG:crp (27 Sept. '55)

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DOC 10	REV DATE 27-4-81 BY 006199
ORIG COMP	OPI 31 01
ORIG CLASS	PAGES 5
JUSY 04007A000600080011	REV CL SS 1
NEXT REV 28/1 AUTH: HR 70-2	